

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, AUGUST 9, 2011 AT 6:00 P.M.

PRESENT: Dan Priske, Chairman  
Richard Trochinski, Member  
David Richter, Member  
Joe Gonyo, Member  
Nolan Wallenfang, Member  
Ruth Topham, Member  
Cindy Skipchak, Secretary  
Jack Meyers, Vice Chairman

EXCUSED: Bob Malchetske, Member

OTHERS PRESENT: Linda Van Ness, Director  
LeRoy Dissing, Deputy Director  
John Selsing, Corporation Counsel  
Karen Davis, Administrative Assistant  
Jerry Beuthin, Veteran's Service Officer

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call to Order: The meeting was called to order at 6:00 p.m. by Chairman Priske. Motion/second. (Meyers/Topham) to approve the amended agenda. All ayes. Motion carried.

6:00 - 6:30 2011 Budget Hearing/Review: Van Ness presented the proposed 2012 budget overview to Committee members and explained the changes in each Unit. Van Ness reported that all final revenue figures are not yet available. As updates are made Committee members will be updated. Following are some proposed changes.

Administrative Unit: Van Ness reported that a half-time position will be provide Aging/Long Term Care ADRC functions and funding through the ADRC.

Aging/Long Term Care Unit: Van Ness explained changes in the Long Term Care Unit (moving CCS/CLTS to the Clinical Services Unit; Family Support to the Health Unit).

Children & Family Services Unit: Van Ness reported that there was a 10% reduction in Youth Aids.

Clinical Services Unit: Van Ness reported that there were several State grants within this Unit that were reduced by 10%.

Economic Support Unit: The County IM (Income Maintenance) Model will require adjustment to the current model/reorganization.

Fox River Industries: Van Ness explained the proposal to create a special capital equipment account for building modifications and expansion due to increased workshop activities. Van Ness reported of the \$65,000.00 that Fox River Industries currently pays back to the County out of the Fox River Industries checkbook, it is recommended that \$35,000.00 go into the special capital equipment account for future planning. Contract revenues, not levy, will make up for the reduction.

Health Unit: Van Ness reported that there were significant cuts in funding for the Health Unit resulting in increased tax levy.

Van Ness will present the 2012 proposed budget to the Finance Committee later this month and that it will be discussed at the Ad Hoc Committee at the meeting on August 22, 2011.

Action on Minutes: Motion/second (Trochinski/Richter) to approve the minutes of the 7/12/11 Health & Human Services Board. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Skipchak/Topham) to approve the July Health & Human Services and Veteran's Services vouchers. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): None.

Meeting Location: Van Ness reported that the Sheriff's Department requested that we move the location of the Department of Health & Human Services Board meetings to the west wing to save security costs. Committee members agreed to the room change. The meetings will be held in the UW. Demo room or the Board room, whichever is available.

Correspondence: Van Ness directed Committee members to the memo showing the collaborative projects that the Department of Health & Human Services does in cooperation with other counties. (See attached.) Discussion followed.

Board Presentations: 2012 Department of Health & Human Services Budget: Discussed during public hearing.

Veteran's Service Office Report: Beuthin reported regarding office activities. The WDVA grant application is being submitted later this month. Beuthin anticipates receiving \$1,900.00 in grant funding.

Laurie Cluppert is helping in the office in the interim for the Deputy Veteran's Service Officer. The position is being advertised and applicants will be interviewed.

Beuthin reported regarding having the informational booth at the fair. Discussion followed.

Beuthin updated Committee members regarding case success stories of compensations for service-related disabilities.

2012 Veteran's Service Budget: Beuthin distributed the revised proposed 2012 Veteran's Service budget with a half-time Deputy Veteran's Services Officer position. (See attached.) Discussion followed.

Motion/second (Meyers Richter) to approve the Veteran's Service report. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting was held on July 20, 2011 at the Princeton Senior Center. The next meeting will be held on September 21, 2011 at the Green Lake Dartford Bay Apartments.

Priske reported regarding the meeting stating that the Aging Advisory Committee approved a request from the City of Berlin for an increase

reimbursement from \$4.00/meal to \$4.70 per meal. Discussion followed. Van Ness noted that the funding is sum-certain despite the cost/meal.

Health Advisory Committee: The next meeting will be held on October 12, 2011.

Family Resource Council: The next meeting will be held on September 12, 2011.

Transportation Coordinating Committee: The next meeting will be held on August 18, 2011 at 9:30 a.m.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: Gonyo reported that there will be a meeting on Thursday, August 11, 2011.

ADRC Coordinating Committee Report: The meeting will be held on August 11, 2011 at Marquette County.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness updated Committee members that the Family Care program remains capped (effective 7/1/11). Van Ness reported that there are urgent service slots for emergency short-term needs. Discussion followed.

Food Pantry: Van Ness reported to Committee members that the Property & Insurance supports the Cornerstone proposal for purchase of the former Department of Health & Human Services building with the understanding that the Food Pantry will be part of any approved plan. Scott Weir, Maintenance Supervisor, is developing a proposal for building on-site at the Justice Center for maintenance. Richter reported that the food pantry would possibly move back to the auxiliary building or a site at the Justice Center with the new maintenance building. Discussion followed.

Children & Families Unit: No discussion.

Clinical Services Unit: Dissing reported to Committee members that interviews need to be set for an applicant for the Limited Term Employee (LTE) Jail Recidivism Counselor position in the Department of Health & Human Services. There will be a Department of Health & Human Services Personnel Committee meeting on Monday, August 15, 2011 at 5:00 p.m.

Economic Support Services: County Income Maintenance Model: Resolution Relating to Restructuring the Economic Support Unit within the Department of Health & Human Services: Dissing updated Committee members regarding the timeline for the implementation of the consortium for the Income Maintenance Model. To help with the transition, Dissing presented that Resolution Relating to Restructuring the Economic Support Unit within the Department of Health & Human Services.

Dissing explained that there presently is an Energy Assistance Coordinator position that performs energy assistance/child care functions and a Financial Employment Planner which performs W-2 functions and a portion of Economic Support functions.

The proposal would be to eliminate both current positions and create two new Financial Employment/Social Services Planner positions which would back each other up. The new positions would perform child care, W-2, energy assistance, and income maintenance functions. The wage scale for the positions would be changed to put them in the same class as the wages of the Economic Support Worker positions. Discussion followed. Motion/second (Richter/Skipchak) to recommend to County Personnel approval of the Resolution Relating to Restructuring the Economic Support Unit within the Department of Health & Human Services. All Yes. Motion carried.

Fox River Industries: Van Ness reported that Fox River Industries will be looking for a used corn elevator for the squirrel corn production and has gotten permission from Property & Insurance to spend up to \$2,000.00 for the purchase of this. Discussion followed. Trochinski reported that he spoke with Ed Schuh, Fox River Industries, and that he will be going to Bohn Implement where there are two elevators to assist Schuh in possibly purchasing one from them at a reasonable price. Discussion followed.

Van Ness directed Committee members to the F.R.I. Newsletter. (See attached.) Discussion followed.

Health: Current Health Abatements: None.

Environmental Specialist, Mary Robl, has been hired and is being trained in Waushara County. Mary will be covering Green Lake County. Van Ness also reported that Munsey reduced the payment to Waushara County by \$5,000.00 for 2012 due to funding constraints.

Van Ness reported that the "SHOW" program will be working in Green Lake County in August and September collecting data.

Van Ness reported that there will be a county-wide disaster drill on Wednesday, September 28<sup>th</sup> at 5:00 pm. It will involve a tornado which will include all areas of the county so we can test communications from local EOC's (Emergency Operations Center) to our EOC here in Green Lake.

Van Ness reported that the "Night Out for Women's Health" will be taking place on Wednesday, September 21, 2011 at the Green Lake Conference Center. Reservations can be made to attend the event through the Department of Health & Human Services.

Stipend for Student: Van Ness updated Committee members regarding extra bio-terrorism funds received by the Department of Health & Human Services. These funds were utilized to purchase needles for immunizations this fall; \$600.00 for an emergency outlet for a vaccine refrigerator; 2 i-pads and a stipend in the amount of \$599.00 for a student intern to continue working on the needs assessment for the Health Unit.

Policies/Procedures Update: None.

Purchases: Dissing presented bids for a replacement dictation recorder and an additional recorder with funds from the Jail Recidivism grant program. The bid is for 2 Olympus DS-2400 Dictation Recorders at a cost of \$233.56 each with free shipping from amazon.com. Motion/second (Meyers/Gonyo) to purchase the 2 Olympus DS-2400 Dictation Recorders at a cost of \$233.56 each with free shipping from amazon.com. All ayes. Motion carried.

Health & Human Services Budget: Budget 2010: No discussion.

Budget 2011: none.

Budget 2012: none.

Committee Discussion: Administrative Committee Report: Priske reported regarding the meeting.

Finance: No discussion.

Personnel: Guden reported that the Personnel Committee is working on the county grievance policy required by law to be in effect by October 1, 2011. Discussion followed.

Vacant Position(s) Review: None.

Property & Insurance: Richter updated Committee members regarding the decoration policy. Discussion followed.

IT Committee: No discussion.

Facilities & Security Committee Report: Dissing reported that all of the security cameras have been installed and that the Sheriff's Department is still working on finishing installing the panic buttons. Discussion followed regarding the security procedure for proof of service animals for access into the Justice Center. Discussion followed.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, September 13, 2011 at 6:00 p.m. in the lower west wing of the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Committee Discussion: None.

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): Motion/second (Wallenfang/Richter) to move to closed session. Roll call vote. Wallenfang-aye; Richter-aye; Topham-aye; Trochinski-aye; Skipchak-aye; Meyers-aye; Gonyo-aye; Priske-aye. All ayes. Motion carried.

Return to Open Session for Decision: Motion/second (Richter/Topham) to adjourn the closed session and return to open session. Roll call vote. All ayes. Motion carried.

Motion/second (Richer/Meyers) to recommend to the County Personnel Committee employee discipline (reprimand and suspension) of a Health & Human Services employee. All ayes. Motion carried.

Adjournment: Motion/Second (Meyers/Richter) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 7:47 p.m.